

POLICY

It is the policy of the District to hire, promote, and retain individuals based upon their relative merits, abilities, experience, ambition, and availability to best serve the public interest without regard for factors such as genetic information, race, color, gender, religion, creed, national origin, age, handicap, sexual orientation, disability, or political affiliation or belief. All policies, regulations, procedures, guidelines, practices, and actions taken will conform to applicable Missouri and Federal laws and all employment processes will be in accordance with the Genetic Information Nondiscrimination Act, Equal Employment Opportunity Act, and the Americans with Disability Act.

RESPONSIBILITY

The **Personnel Officer** is responsible for maintaining all District employment data.

The **District Manager** and **Fire Chief** are responsible for conducting recruitment efforts in accordance with the Equal Employment Opportunity Act and the Americans with Disability Act. In addition, they will remain committed to the principles and practices of these Acts.

PRACTICES

1. The District Policies and Practices are designed and enforced with the concept that only factors positively related to the employment process will be considered.
2. Aspects of the employment process shall be based solely on merit or the qualifications and abilities of the applicant or employee.
3. Factors such as race, color, gender, religion, creed, national origin, age handicap, sexual orientation, disability, or political affiliation or belief will not be utilized in the employment process contrary to the principles and legislation covering the Genetic Information Nondiscrimination Act, Equal Employment Opportunity Act, and the Americans with Disability Act.
4. All selection decisions shall be based upon bona fide occupational qualifications (BFOQs).

POLICY: **Equal Employment Opportunity**
EFFECTIVE DATE: **05/13/21**
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RELATED POLICIES

Employment Definitions 118
Prohibited Employment Practices 266

STATUTORY REFERENCES

RSMo §213.055
Genetic Information Nondiscrimination Act
Equal Employment Opportunity Act
Americans with Disability Act

REVISION HISTORY

| Revision Date | Author | Revision Details |
|---------------|-------------|------------------|
| May 13, 2021 | Monte Olsen | Initial version |